



United States Interagency Council on Homelessness (USICH)

Deputy Director Job Profile/Announcement

Updated February 2014

USICH Title of Position:

Deputy Director

Salary Grade, Range and Job Family

USICH positions are not GS-graded. For comparison purposes only, the responsibility level, duties and salary range are similar to a GS-301-15. Position is in the Excepted Service; Schedule A appointment.

Physical Location(s) of Opportunity

This position is located in the immediate office of the Interagency Council On Homelessness (USICH) in Washington, DC.

Who will the Position report to? (attach organizational chart, if possible)

Executive Director

With whom does this position interact?

Interactions	% Of Time Spent
<i>External clients</i>	15
<i>Internal clients</i>	10
<i>Direct reports</i>	30
<i>Staff (below directs)</i>	20
<i>Peers</i>	10
<i>Vendors</i>	5

Number of direct and indirect reports:

Directs and indirects: Varies

Titles and locations of direct reports:

Headquarters-based director-level, professional and/or support level staff.

Education and Qualifications:

Advanced degree preferred; college degree minimum. Eight (8) or more years of related work and experience in the areas of housing, homelessness, and other social service sectors.

More specifically, the position calls for an incumbent who demonstrates the following specialized knowledge, skills and experience:

- Expert level knowledge and mastery of public systems that serve people at risk of and experiencing homelessness. Demonstrated understanding of principles and implementation of practices that apply evidence based and innovative solutions (e.g. housing first model) to homelessness.
- Expert knowledge of Federal homeless and housing programs along with the governing laws, regulations, methodologies, and/or policies to include technical knowledge of issues surrounding homelessness;
- Comprehensive understanding of federal and state programs that provide supportive services for persons in housing, public benefits programs, healthcare, employment programs, and programs and services for persons with disabilities;

- Understanding of strategies and programs that can be employed to serve specific subpopulations; (i.e. chronically homeless, veterans, families with minor children, youth);
- Involvement with systems reform;
- Knowledge of USICH's and its key member agencies' mission, programs, and legislative history to develop and advise on policies to develop and implement program goals;
- Knowledge of the Council's efforts on implementation of the federal strategic plan to prevent and end homelessness;
- Expert level knowledge and mastery of public systems that serve people at risk of and experiencing homelessness. Demonstrated understanding of principles and implementation of practices that apply evidence based and innovative solutions (e.g. housing first model) to homelessness;
- Expert knowledge of Federal homeless and housing programs along with the governing laws, regulations, methodologies, and/or policies to include technical knowledge of issues surrounding homelessness;
- Ability to be responsive to numerous concurrent requests and set priorities;
- Demonstrated experience convening, facilitating, and coordinating diverse stakeholder groups;
- Expert knowledge and experience with strategic planning and implementation;
- Excellent public speaking, briefing, and verbal and written communication skills to articulate positions/policy of vast technical complexity and to represent USICH with various audiences and stakeholder groups;
- Experience briefing and engaging senior level government officials;
- Advanced management/supervisory experience.

What minimal technology will be used in this position?

Must be fully PC literate using Microsoft suite of standard products to include Outlook, Word, Excel, and PowerPoint.

Key Roles for this Position

Executive level support of mission, priorities, and strategies of the Agency.

How Much Travel Will Be Required?

Local and overnight travel required.

Major Duties and Responsibilities

- Provide senior level knowledge and support for all Agency activities. Provide authoritative advice and consultation to the Executive Director and the Council on a broad range of issues related to preventing and ending homelessness through the improved coordination of Federal agency programs and working in partnership with states, local governments, the private sector, and nonprofit organizations.
- Direct implementation of the federal strategic plan to prevent and end homelessness.
- Represent the Executive Director and the Council in meetings and/or events with other Federal agencies, State and Local officials and private sector parties.
- In the absence of the Executive Director and/or at the Executive Director's request, the

Deputy will manage the Council staff and supervise activities carried out in support of the Council's statutory mandate.

- Oversee communications, public affairs, and congressional and external affairs strategy development and implementation.
- In absence of the Executive Director and/or at the Executive Director's request, the Deputy will act as an official spokesperson for the Council.
- Manage the Council meeting process and all related activities.
- Manage policy agenda, interagency collaborations, and relationships with Council member agencies.
- Perform other tasks as requested by the Executive Director and the Council including, but not limited to, assisting in briefings before Senior Administration officials and Congress, organizing and conducting senior level meetings, and serving as an official spokesperson at official speaking engagements.
- Develop and implement management systems and procedures necessary to assure that the policies, programs, goals and objectives of the Council and the Executive Director are achieved.
- Assign and review work products, keep staff informed of the policies, procedures and goals of the Executive Director and the Council.
- Supervise staff, interns, and volunteers.

How much decision-making latitude is accorded this position?

Broad, as defined by Executive Director

Factor Level Descriptions

The incumbent reports directly to the Executive Director, who provides broad policy guidance in terms of Council's goals and objectives. The incumbent performs duties under the general direction of the Executive Director. The incumbent is expected to exercise professional, independent judgment in carrying out assigned duties and responsibilities and to initiate assignments which assist in implementing the Council's mandated responsibilities. The incumbent is expected to use originality and creativity in formulating and carrying out work plans; and assume full responsibility for interpretation and application of the findings and development of recommendations for action.

Requires knowledge of mission, strategies, goals and objectives of USICH. Ability to plan, organize, prioritize, and perform work independently with often diverse and competing priorities. Skill in interpersonal relationships, including the ability to communicate effectively, orally, and in writing with all levels of management and staff including those outside the organization. Ability to research and analyze data, and to prepare documents in preparation for meetings, conferences, and for other uses.

Guides for duties performed include verbal instructions, style manuals, handbooks, and established office procedures, policies and regulations.

The work involves different processes and methods. The incumbent assumes standard responsibilities for prioritizing work, taking initiative to produce routine work products, as well as completion of special projects and assignments.

The purpose of the work performed by the incumbent is to carry out work processes specific to USICH. The work directly affects the overall accomplishment of the Council's mission, strategies, goals and objectives.

Personal contacts are generally with the employees of Council, member agencies, other federal, state and local entities, and the general public.

No special physical qualifications are required to perform the work. The work requires the ability to move around the office and carry light items such as office files.

The work is performed in an office setting.

Application Information

Please email a cover letter which includes your availability, your resume and salary history to jobs@usich.gov.

Position open until filled.

Position duty station is Washington, DC.

USICH is an Equal Employment Opportunity employer.

You must be a U.S. citizen to be considered for this position.

This position requires a background check; must be able to successfully pass and maintain clearance.

All Federal employees are required by PL 104-134 to have Federal payments made by Direct Deposit.

Male applicants born after December 31, 1959, will be required to certify that they have registered with the Selective Service System, or are exempt from having to do under the Selective Service Law.

This is a federal government, excepted service (Schedule A) position, open to all candidates with or without prior federal government experience.

Position includes a 1 year probationary period in which incumbent can be terminated without case.

Relocation expenses are not authorized.

Full-time position with federal government benefits.

The Federal government offers a number of exceptional benefits to its employees including health benefits, life insurance, annual and sick leave, flexible spending accounts, long term care insurance, retirement and thrift savings plan, and family friendly flexibilities. To find out more click here <http://www.usajobs.gov/EI/benefits.asp> .

This position is exempt from the Fair Labor Standards Act.

This position is not in a bargaining unit.